

**Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525
MEETING MINUTES
BOARD OF TRUSTEES**

“Pursuant to 5 ILCS 120/2.06 (3) minutes of public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of votes taken.”

Thursday June 11, 2015

7:30 p.m.

CALL TO ORDER – MAYOR TOM HINSHAW

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, June 11, 2015 at the Municipal Facility, 201 Acacia Drive, and was convened at 7:30 p.m. by Mayor Tom Hinshaw.

Mayor Hinshaw stated for the record that Board meetings are being videotaped and audio recorded by the Village, and may be video or audio recorded by others also present. Village Clerk Laurie Scheer called the roll as follows:

ROLL CALL: LAURIE SCHEER, VILLAGE CLERK

PRESENT (AND CONSTITUTING A QUORUM):

Mayor Tom Hinshaw
Trustee Brenda O’Laughlin
Trustee Amy Jo Wittenberg
Trustee Rita Farrell Mayer
Trustee Chris Metz

ABSENT:

Trustee Glenn Mann

ALSO PRESENT:

Steve Busa, Treasurer
Counsel, Storino, Ramello & Durkin
Edward Santen, Water/Public Works Superintendent

David Brink, Administrative Services
Art Osten, Interim Village Administrator
Mary Crowley, Recording Secretary

MAYOR'S REPORT – Mayor Tom Hinshaw

John Brooks announced his resignation before the Board changeover. Three candidates were interviewed for this position; Mayor Hinshaw introduced Art Osten. Mr. Osten will be Interim Village Administrator and will help the Village find a permanent Administrator to fill this position.

A Pace bus shelter is being considered for the Village along the Pace Bus Route; this addition is beneficial for residential riders and will bring revenue from advertising. The proposed location for this shelter is outside Village Hall but has not yet been decided.

APPROVAL OF BOARD MEETING MINUTES:

The Approval of the May 14, 2015 Board meeting minutes.

There were no corrections or additions to the May 14, 2015 Board Meeting Minutes. Trustee O'Laughlin moved, seconded by Trustee Farrell Mayer, to approve the May 14, 2015 Village Board Meeting Minutes. Motion carried by a voice vote (5-0-1).

APPROVAL OF FINANCIAL REPORT:

Financial Report for the month ending May 31, 2015.

Treasurer Steve Busa presented the Financial Report for the month ending May 31, 2015. The revenues were \$159,607.62, expenditures \$319,018.06, and at the end of May, all the Village funds totaled \$1,363,872.46.

There being no questions pertaining to the Financial Report, Trustee Metz moved, seconded by Trustee Wittenberg, to approve the Financial Report for the month ending May 31, 2015, as presented by Treasurer Busa. Motion carried by voice vote (5-0-1).

QUESTIONS AND OR COMMENTS FROM THE AUDIENCE:

Aileen Henkel of 14 Algonquin expressed need for additional docents at the Heritage Center this summer.

AGENDA ITEMS (DISCUSSIONS AND A POSSIBLE VOTE MAY TAKE PLACE)

A) An Ordinance Authorizing Disposal of Surplus Personal Property Owned by the Village of Indian Head Park, Cook County, Illinois (Ordinance No. 2015-6)

A list was compiled from the Interim Village Administrator and Department Heads of items to be either disposed of or sold that are no longer use to the Village.

Trustee Metz asked if the toll type fate at the Heritage Center could be included in the surplus property list. Village Manager Osten replied that it would have to be included on the next surplus property list.

Sharon Allison of 6317 Keokuk Drive, expressed her concerns about disposal of hazardous items in the household; David Brink explained there is a link on the Village website regarding hazardous items; Best Buy will take used, recyclable electronics.

Trustee Farrell Mayer moved, seconded by Trustee O’Laughlin for an approval of Ordinance No. 2015-6, Authorizing Disposal of Surplus Personal Property Owned by the Village of Indian Head Park. Ordinance approved by voice vote (5-0-1)

B) An Ordinance Authorizing and Approving a Loan to Finance the Purchase Price of a 2016 International 7400 SBA 4x2 Chassis and Dump Body with Snow Plow and Salt Spreader Attachments for the Village of Indian head Park, Cook County, Illinois (Ordinance 2015-7)

There were no comments or questions at this time.

Trustee Wittenberg moved, seconded by Trustee O’Laughlin for an approval of Ordinance 2015-7, Authorizing and Approving a Loan to Finance the Purchase Price of a 2016 International 7400 SBA 4x2 Chassis and Dump Body with Snow Plow and Salt Spreader Attachments for the Village of Indian head Park. Ordinance approved by voice vote (5-0-1)

C) Village Administrator: Help Wanted Ad/Time Schedule and Salary Survey

Current Interim Village Administrator Art Osten explained the ad that was placed for Village Manager for Indian Head Park. Discussion ensued about salary range, dual positions, hours and residency requirements. There was no final decision on salary.

The Village Board decided to postpone these decisions regarding fulltime/part time and compensation to the next Board meeting but approved the ad to be posted as is.

D) Trustee Candidates

Applications were submitted for the open trustee position. Four candidates, Melinda Hensel, Josef Weiner, Gary Rochowiak and Heidi Lopez were present and introduced themselves and explained why they wanted to fill this position. Mayor Hinshaw and the Board will discuss the candidates and the new trustee will be sworn in at the next Village Board Meeting.

E) Village of Indian Head Park Fiscal Year 2015-16 Budget

Trustee Metz stated the budget was not yet ready to be voted on and is still in progress. Trustee O’Laughlin and Trustee Metz explained the two major areas that are currently being looked at is overtime and water meters/water leaks/rate increases. Department Heads will be meeting with David Brink and Art Osten to go over line-by-line expenses before the next Board Meeting.

Discussion ensued between Board members and Superintendent of Public Works, Ed Santen, about water expenses, water loss, replacement meters and brainstormed ideas for meter read research.

David Brink from Administrative Services summarized particular funds, revenues, expenses, and other details from the 2015-16 Budget.

F) Valenta Development

Mr. Rudy Valenta, President of ValTech Company, is looking for an alternative location for his warehouse/distribution center that currently operates out of Hodgkins, IL. Mr. Valenta is interested in the 70th Place property in Indian head Park. Currently this property is in Zone B5, retail business firms. Trustee Farrell Mayer explained this location is not suitable for retail business firms because of the limited access. Valtech is not a retail business; therefore according to the zoning code it would not be allowed to relocate to the 70th Place property unless the Village Board of Trustees amends the current zoning.

Trustee Farrell Mayer requested approval from the Board to move forward with drafting an amendment to change the zoning of the property.

Mr. Valenta spoke on behalf of his company and his desire to open a warehouse/distribution center at the 70th Place property. If a change in zoning allows, he would like to build a warehouse at roughly 10-15 thousand sq. ft. in size.

At the suggestion of the Village Administrator, Art Osten, the VBT discussed having an economic development consultant evaluate the best use of the 70th Place property and surrounding properties.

TRUSTEE REPORTS

Mayor Hinsahw noted the Board is looking for a qualified Treasurer to serve with no compensation.

Trustee Wittenberg reported that decisions are being made regarding a police chief; an interim and future position. Also, Trustee Wittenberg reported the Chamber of Commerce and Indian Head Park businesses had their first successful meeting on May 6th. They will be scheduling a second meeting in the near future.

Trustee Metz reported that he, Mayor Hinshaw, and Trustee Mann participated in LaGrange's Pet Parade on behalf of the Village and extended a thank you to the Kehle Family of Indian Head Park for loaning their convertible for use in the Pet Parade. Also, Trustee Metz asked Treasurer Busa to talk about the duties of the treasurer's office. Treasurer Buda explained he reconciled the bank statements with financial reports; Trustee asked for those interested in the Treasurer's position to contact him.

Trustee Farrell Mayer reported she is trying to schedule a meeting in July for the Communications Committee, which is open for anyone to attend.

Interim Village Manager Art Osten thanked the Village for the opportunity to serve in Indian Head Park.

Superintendent of Public Works Ed Santen, reported the Crack Filling Project was completed June 5th, 70th Place Bridge rehabilitation work will begin in about a week, and Intren has completed their work replacing cables for ComEd.

Mary Crowley from the Administrative Office noted the number of permits in the Building Department has doubled from this time, last year.

David Brink from the Administrative Office stated business license invoices have been sent out to IHP businesses; renewals are due by June 30th.

QUESTIONS AND OR COMMENTS FROM THE AUDIENCE:

Bob Bersin from 20 Sweetwood noted that when the water main was replaced on Cascade Drive last year, the grass was left in poor condition. Superintendent Ed Santen noted this was not a part of the Statement of Work, and was worked on by the Village. To repair this, it will have to be added as a budgeted item.

Joan Metz of 6403 Arrowhead Court inquired about the past road issues that were included on the punchlist. The Board stated these issues are still pending. She also inquired if a Purchasing Ordinance has been established for the Village Administrator.

There were no further comments or questions.

Trustee Wittenberg moved, seconded by Trustee O’Laughlin to schedule a Board meeting for June 25th, 2015 at 7:30 p.m. Motion carried by a voice vote (5-0-1).

ADJOURNMENT TO EXECUTIVE SESSION:

There being no further discussion, Trustee Farrell Mayer moved, seconded by Trustee Metz, to adjourn the Village Board of Trustees meeting at 9:28 p.m. to move to Executive Session. Motion carried by voice vote. (5-0-1).

MOTION TO RETURN TO OPEN SESSION:

Trustee Farrell Mayer moved, seconded by Trustee O’Laughlin to move from Executive Session back to Open Session at 10:12 p.m. Motion carried by voice vote. (5-0-1)

Discussion ensued regarding work hours, salary, hiring process, etc. of the new Village Administrator position.

Trustee Metz asked if the Board could be notified weekly of any Freedom of Information Act (FOIA) requests that come to the Village. Mayor Hinshaw suggested Administrator Osten include a PDF copy of the FOIA request(s) attached to the weekly update sent out to the Board and staff.

MOTION TO RETRUN TO OPEN SESSION:

With no further discussion, Trustee O’Laughlin moved, seconded by Trustee Mayer Farrell to adjourn the Village Board of Trustees meeting at 10:26 p.m. Motion carried by voice vote. (5-0-1)

Submitted by,

Erica Stewart, Recording Secretary